

Barcaldine P-12 State School Attendance Policy

Every Student, Every Lesson, Every Day! Every Day Counts is Education Queensland’s student attendance initiative designed to support students coming to school to be in class, learning, every day. Barcaldine P-12 State School supports this initiative through the attendance policy to ensure that students meet the expectation of attending every lesson, every day. Furthermore, the school endeavours to build strong partnerships between the school and parents to assist in reducing absenteeism.

All Education Queensland (State Schools) are governed by the Education (General Provisions) Act 2006, which states that all students are required to attend school on every official school day gazetted by Education Queensland unless the student is ill or special circumstances (Appendix 1B) prevent the student from attending. This policy is designed to assist the Barcaldine P-12 State School community, outlining the responsibilities of Students, Parents, Staff and School Administration.

At the forefront of this policy is that each student is responsible for their punctuality and attendance. However, under the Education (General Provisions) Act 2006, Parents can ultimately be held accountable under law for their child’s attendance. It is the teachers’ responsibility to maintain accurate and timely rolls as these are used to track attendance.

Procedures for Absences	Notes	Responsible Person
<p>a) On each occasion that a student is absent, a reason for the absence is required. This can be provided in a number of ways:</p> <ol style="list-style-type: none"> 1. QParent App 2. Ringing the school on 4651 5333 or email – info@barcaldiness.eq.edu.au 3. Respond to school text message 4. A written note of explanation – to be handed in at the office on the day of return <p>N.B. If notification is not provided, the absence will be recorded as unexplained and this will be recorded and displayed on the semester reports.</p>	<p><i>Notes must include: Student’s full name, Roll Class, Parent/Caregiver name and signature.</i></p> <p><i>A medical certificate is usually only required during an exam block on application of AARA in conjunction with HOD.</i></p>	<p><i>Students Parent/Guardian (Provision of Explanation)</i></p>
<p>b) Students of the school must be in attendance each day up to and including the last day of school of each semester. Year 11 and 12 students must be in attendance up to and including the dates set each year by the Queensland Curriculum and Assessment Authority (QCAA).</p>	<p><i>The last week of school of each semester is a normal week in terms of behaviour, uniform and student activities</i></p>	<p><i>Students Teacher (Mark Rolls)</i></p>
<p>c) On each occasion that a student’s absence is unexplained, an SMS text message is sent (9:15am) to a designated Parent/Caregiver on the day of absence asking said Parent/Caregiver to contact the school as soon as possible. If you receive notification by text, you can reply to this text with an explanation.</p>	<p><i>Designating which parent/caregiver receives the txt can be changed by contacting the school.</i></p>	<p><i>School Administration</i></p>
<p>d) Absences which remain unexplained for a period of 3 consecutive days will be followed up with a phone call by a responsible officer (Aspirant Teacher, AO or Leadership). This contact will be recorded on OneSchool documenting parent explanation. If no answer, attempted contact will still be recorded. (Deputy Principal Referred)</p>	<p><i>See Appendix 1A – Unexplained Absences</i></p>	<p><i>Aspirant Teacher, AO & Leadership (1st Contact) (OneSchool Contact Recorded – DP Referral)</i></p>

- e) If absence continues, a member of the leadership team will attempt to make contact each day until day 10.
 - If a satisfactory future return date and explanation is given, contact can cease unless return attendance is not met.
- f) Student Absence data to be regularly tracked by Deputy Principal/Attendance Officer to inform further actions where required
- g) On day 10 if no contact has been made a warning notice *Failure to Attend (s178(4)) Compulsory School* letter will be sent via registered post. This letter will request parents/guardians to attend a meeting within 5 days (day 15).
 - Failure by Parents/Guardians to attend the first meeting will result in another meeting request in a further 5 days (Day 20).
 - Failure to comply with second meeting request will result in the school following prosecution protocol and completing CQ-RET processes

See Appendix 2A & B

School Leadership Team (Subsequent Contact)
(OneSchool Contact Recorded)

School Administration
School Leadership

See Appendix 2A – Education (General Provisions) Act 2006
See Appendix 2E – Compulsory School age and participation

School Leadership (Compilation of Notices)
Parent/Guardian (Attendance at Meetings)

Procedures for Late Arrival and Early Departure	Notes	Responsible Person
h) Lateness: Students who are late for school are to report to the Office for a Late Pass. Issues of persistent lateness will be addressed by the leadership team under the guidelines of the student code of conduct.	<i>Persistent lateness will be tracked by School Leadership and contact may be made where required. Part Day Absence will be recorded.</i>	Student School Administration
i) Part-day absences: Students who need to leave school early require parent permission and notification to school administration. School administration can be notified via phone, email or written letter. The student is required to sign out at the main office prior to departure.	<i>Half-day absences count towards total absences.</i>	Student Parent/Guardian (Permission) School Administration
j) Leaving the School Grounds: Students may not leave the school grounds unless a Leave Pass has been obtained from the Office. Permission can be granted to leave the school grounds for the following reasons: <ul style="list-style-type: none"> • A student becomes ill and a parent has been contacted to make arrangement for the student to go home. (Secondary students are to report to F Block at which point parental contact will be made) • If a Parent/Guardian has an important reason to take student from the grounds. • School sport, cultural or musical activities. 	<i>This refers to morning and lunch breaks, as well as during lesson time.</i>	Student Parent/Guardian (Permission) School Administration

Special Circumstances – Holidays; Years 11/12	Notes	Responsible Person
<p>k) Parents intending to take students for holidays during school time must notify school administration:</p> <ul style="list-style-type: none"> • Under 10 Days – Parents/Guardians notify school administration office via phone, email or in writing • Over 10 Days - If the absence is for more than 10 consecutive school days, an exemption is required. Parents/Guardians are to complete Education Queensland Paperwork which can be obtained from school administration. Said paperwork required principal approval if granted, absence is entered into OneSchool. 	<p><i>A request for work or special arrangements for assessment missed should be arranged through a negotiation form available from the office.</i></p> <p><i>Exemptions : See Appendix 2B</i></p>	<p><i>Parent/Guardian (Permission/Explanation) School Leadership School Administration (Entering in IDAttend)</i></p>
<p>l) Absences will not be authorised when they do not fall in the broad categories of medical, specialist sport, bereavement, or legal requirements.</p>	<p><i>See Appendix 1B - Authorised absences</i></p>	<p><i>Parent/Guardian (Understanding of Authorisation)</i></p>
<p>m) Year 11 and 12 students must be in attendance up to and including the dates set each year by the Queensland Curriculum and Assessment Authority (QCAA). QCAA has strict AARA requirements that must be followed – very few extensions are granted under the new QCE system</p>	<p><i>The last week of school of each semester is a normal week in terms of behaviour, uniform and student activities</i></p>	<p><i>Students Parent/Guardian School Leadership (HOD – AARA Oversight)</i></p>

Appendix 1: Key Terms

1A: Unexplained absences

An absence is considered unexplained when no reason for the absence has been offered to the school by the Parent/Caregiver (or the student, if they are living independently).

Processes are implemented when unexplained absences persist. For senior students, this may include cancellation of enrolment.

1B: Authorised absences

A decision is made about whether the reason offered to explain an absence is satisfactory. An absence will be considered authorised[#] if it is less than 10 days and:

- due to illness
- for medical or dental treatments or procedures
- a part of specialised training or sporting events, other than those associated with the school
- to attend a funeral
- attached to a significant cultural reason
- to participate in a special religious observance
- for personal or family counselling
- for Sorry Business (Aboriginal or Torres Strait Islander students participating in cultural activities related to a recent family bereavement)
- for the student to attend court or fulfil other legal requirements

[#]An absence for which a satisfactory reason has not been provided is considered an unauthorised absence.

Barcaldine P-12 State School will **NOT authorise** the following absences:

- Finishing assignments or completing extra study at home - this disadvantages other students
- Birthdays, shopping, concerts and other social events
- Vacations
- Visiting friends and relatives

1C: Eligibility for Certification

To receive a Queensland Certificate of Education (QCE) Barcaldine P-12 State School requires attendance that meets the minimum time requirements to complete the course. A total of 10 unauthorised absences in each of Years 11 and 12 is considered the absolute maximum allowable. Anything beyond that would require special consideration and negotiation with the Principal and/or Guidance Officer.

Appendix 2: Education Act 2006

2A: The Education Act

A parent of a child of compulsory school age is obliged to ensure their child attends school on every school day for the educational program in which he/she is enrolled.

Pursuant to s176(1) of the Education General Provisions Act (EGPA) 2006, each parent of a child who is of Compulsory School Age* must ensure that the child is enrolled and attends school on every school day for the educational program in which the child is enrolled unless the parent has a reasonable excuse. Pursuant to s239(1) of the Education General Provisions Act (EGPA) 2006 a parent of a young person in the Compulsory Participation Phase* must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.
(* See 2E)

2B: Exemption

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days. Situations where an application for an exemption may be made include Illness, Family reasons or Cultural/religious reasons.

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation. The school is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Decisions about exemptions are made by the principal of the school the student attends. The application for exemption is available at [Exemptions from Compulsory Schooling and Compulsory Participation](#).

2C: Cancellation of Enrolment

Sections 316-317 of the Education General Provisions Act provides that the principal of a state school at which a student who is older than 16 years of age is enrolled may cancel the enrolment if the principal is reasonably satisfied that the student's behaviour amounts to a refusal to participate in the educational program provided at the school.

Continual absences without reasonable excuse amounts to a refusal to participate in the educational program, and as such would lead to cancellation of enrolment. Students will receive a warning of cancellation of enrolment, and be required to attend an interview to explain their circumstances. Should this inappropriate level of engagement in their learning persist, these students will have their enrolment at Barcaldine P-12 State School cancelled.

2D: ABSTUDY

To be eligible, a student must be enrolled and attend school for at least 85 per cent of each term. This means students may lose their entitlement if they have greater than 6 days of absence in a Term.

2E: Compulsory school age and Participation

Compulsory school age (*Education (General Provisions) Act 2006* section 9): A child is of compulsory school age if the child is at least 6 years and 6 months, and **less than 16** years. However, a child is no longer of compulsory school age once they turn 16 or have **completed year 10**.

Compulsory participation phase (*Education (General Provisions) Act 2006* section 231): A young person's compulsory participation phase starts when s/he stops being of compulsory school age (i.e. **turns 16 or completes Year 10** whichever comes first) and ends when the person:

- gains a Certificate of Achievement, Senior Statement, Certificate III or Certificate IV or
- has participated in eligible options for 2 years after the person stopped being of compulsory school age or
- turns 17.

Appendix 3: Underpinning Philosophy

3A: Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Barcaldine P-12 State School attendance policy aims to:

- develop a positive school culture,
- identify absences quickly,
- follow-up non-attendance promptly, and
- promote the importance of attending to engage in everyday learning opportunities.

3B: School community beliefs about attendance

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Barcaldine P-12 State School:

- believes all children should be enrolled at school and attend school all day, every school day.
- monitors, communicates and implements strategies to improve regular school attendance.
- believes truanting can place a student in unsafe situations and impact on their future life choices.

3C: School Responsibilities

- Communicate high expectations of attendance to students, parents, staff and other members of the community at every opportunity.
- Reward exceptional and improved student attendance.
- Monitor school, cohort and individual student attendance patterns.
- Follow up on student absences and late arrivals.
- Provide intervention and support strategies for students and families.

3D: Student Responsibilities

Student responsibilities:

- Attend school every day (including all sports days and carnival days).
- Arrive to school on time every day.

3E: Parent/Guardian Responsibilities

- Support and encourage their child to attend school every day.
- Ensure their child arrives to school on-time every day.
- Provide an explanation for any student absences or late arrivals.
- Report any concerns regarding their child's attendance to school staff.

3F: Strategies

At Barcaldine P-12 State School we promote attendance by using attendance data in:

- Meritorious Awards eligibility

- Participation in interschool rugby league program
- Ensuring consistent follow up of absences with parents/guardians
- Providing intervention and support to individual students and families to reduce absenteeism

3G: Responses to Absences

Barcaldine P-12 State School is committed to achieving reduced absenteeism.

At Barcaldine P-12 State School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Referral to Student Support Services Committee
- Referral to Guidance Officer and/or outside agencies
- Meeting with parents/guardians
- Developing an Individual Attendance Plan for students
- Inclusion of parental support agencies – Anglicare/UnitingCare
- Online Positive Parenting Program
- Intervention from School Adopt-a-Cop
- Engagement with CQ-RET
- Formal processes as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act.

Appendix 4: Related Resources

Every Day Counts :

<http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies and Procedures:

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)